

**Regular Session Minutes – Selectmen’s Meeting  
Selectmen’s Meeting Room, Town Hall  
Monday, January 25, 2016 - 7:30 p.m.**

**PRESENT:** Mark Siegenthaler, Chair; Caroline Fedele; William S. Moonan; Margot Fleischman; Michael A. Rosenberg and Town Manager Richard T. Reed

**ALSO PRESENT:** Human Resources/Management Analyst Sarah Buhler; Assistant Town Manager Michael Rosen; Finance Committee member Ben Thomas; Finance Committee Chair Stephen Steele; Facilities Director Taissir Alani; Finance Director Victor Garofalo; Planning Board Chair Amy Lloyd; Planning Director Glenn Garber; Planning Board Member Jeff Cohen; Press Representative Debra Parkhurst

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Chair Siegenthaler called the meeting to order at 7:30 p.m.

**16-175            Public Hearing  
                         Proposed Salary Administration Plan Bylaw Amendment  
                         FY17 Classification and Wage Schedule**

**Mr. Rosenberg made a motion to open the Public Hearing. Ms. Fedele seconded the motion.**

**The motion passed 5-0-0.**

Town Manager Reed introduced the Public Hearing with a wage schedule increase total of 8% at the minimum and 5.5% at the maximum level. Chair Siegenthaler clarified that this only affects the range of salary as advertised but does not affect actual payment.

Human Resources Management Analyst Sarah Buhler presented the Selectmen with a proposed Annual Salary Schedule. After extensive research, it was determined that several positions are not competitive with similar positions in other municipalities. Ms. Buhler highlighted several changes in classifications as well as increases in specific salaries.

Mr. Moonan asked why there was a need to change the classifications of only some positions. Ms. Buhler added that the classifications were based on a review of experience, education and duties of the position, but more extensive review would be undertaken later in the year.

**Mr. Rosenberg moved to close the Public Hearing. Ms. Fedele seconded the motion.**

**The motion passed 5-0-0.**

**16-176            Proposed FY2016 Operating Budget  
                         Town Manager’s Recommendations**

The Selectmen reviewed the updated Operating Budget. Mr. Reed presented the budget submitted by the departments and as recommended by the Town Manager. He said that the recommended budget is set to increase 3.4% over the Non-Fixed portion of the Selectmen’s budgets. This is due to a proposed pilot program for the expansion of Local Transit Services



under the Bedford Local Transit (BLT) Budget. Also there is \$35,000 increase to the Finance Department budget for IT consulting services. This would allow for outsourcing of services for complex technical needs.

Finance Director Victor Garofalo stated that some of the services that could be outsourced include desktop software updates, network monitoring, network infrastructure, and storage array to prevent loss of data. There is also a need to update the technology for the Fire Department to communicate with local hospitals. Mr. Reed stated that these services are budgeted at 300 hours. It is considered consulting services to ensure flexibility in identifying specific expertise as needed.

Mr. Moonan asked about the demand for the BLT Pilot program. Ms. Fleischman stated that 73% of respondents from the 2014 National Citizen Survey expressed interest in expanded circulation and commuting services. She also stated that the Economic Development Coordinator has had local businesses express their interest in this project.

Mr. Reed also stated that a Capital Projects Manager position has been proposed, and that this would not affect the Operating Budget. This is in response to upcoming large capital projects as well as being in accordance with State Law. Mr. Rosenberg asked if the Town would have to offer benefits. Mr. Reed stated that it is clearly communicated as a temporary position and would have short term benefits.

**16-177            2016 Annual Town Meeting  
                     Review of Draft Warrant**

Mr. Reed stated that there are two changes to the Warrant. These changes include Article 7 - General Bylaw amendment for Wetland Protection and Article 15 - Bedford Business Zoning Appropriation for \$120,000 for a consultant to study the business zones along Great Road and recommend changes to The Zoning Bylaw. Mr. Reed reiterated that this is only a draft.

Mr. Reed offered that space will be saved on the Warrant by eliminating some of the existing Wetland Protection Bylaw text. There was discussion on how to approach this formatting to simplify readability.

**16-178            Minutes  
                     Executive Session Minutes – January 4, 2016  
                     Regular Session Minutes – January 19, 2016**

**Mr. Rosenberg moved to approve the Executive Session Minutes of January 4, 2016 as amended. Ms. Fleischman seconded the motion.**

**The motion passed 5-0-0.**

**Ms. Fleischman moved to approve the Regular Session Minutes of January 19, 2016, 2015 as amended. Mr. Moonan seconded the motion.**

**The motion passed 5-0-0.**



## **16-179          Town Manager's Report**

Mr. Reed stated that he had nothing to report.

## **16-180          Open Discussion and Selectmen Liaison Reports**

Mr. Moonan commented that the Massachusetts Municipal Association Conference (MMA) was a successful event.

Mr. Rosenberg mentioned that he attended an Open Meeting Law Session at the MMA Conference. The session touched upon making executive session minutes public once the issue was resolved. He offered to go through the executive session minutes and identify which ones no longer need to be private.

Chair Siegenthaler also stated that the conference was very informative. He stated that the session he attended discussed the proposed Public Records Act. He believes that July 1<sup>st</sup> marks the potential designation of Public information Officers in Municipalities with an effective date of October 1<sup>st</sup>.

Ms. Fleischman reported that she attended a session discussing ageing population and infrastructure. She related this to the Complete Streets Project as incorporating infrastructure that was suitable to all Bedford residents.

Ms. Fleischman also attended the Municipal Policing Panel which she felt reflected well on the Bedford Police Department since we are already taking many of the steps suggested by this panel.

Ms. Fedele stated that the Youth and Family Housing Vouchers are resulting in a steadily declining number of families at the Bedford Plaza.

Ms. Fedele also brought up the subject of Springs Brook Park. The Recreation Commission has completed a feasibility study on whether Springs Brook Park should be made into a pool. The study reveals that there is a demand for the park to be available to residents only. The issue is that non-resident users account for about \$100,000 in revenue each year. Making the park residents and members only may eliminate that revenue.

There was extensive discussion on this subject. The Selectmen asked about other solutions proposed in the study, including resident only usage on weekdays or requiring memberships for non – Bedford users. Ms. Fedele said that she would voice the Selectmen's concerns to Recreation Commission and report back. The Recreation Commission will address the Selectmen on this issue at a later date.

Ms. Fedele also reported that \$100,000 has been requested from the Community Preservation Committee (CPC) for the design of a synthetic turf field for the Wilson Soccer Field. The CPC is looking to the Selectmen for input of the design. A public hearing is scheduled for Tuesday, January 26<sup>th</sup> on this issue.

**Mr. Moonan made a motion to adjourn. Ms. Fleischman seconded the motion.**



**The motion passed 5-0-0.**

**The meeting adjourned at 9:32 p.m.**